

ORIENTAL BANK OF COMMERCE
(A GOVT OF INDIA UNDERTAKING)

**OFFER FOR PREMISES FOR
CORPORATE OFFICE
ON OWNERSHIP BASIS**



**DEPUTY GENERAL MANAGER
SERVICES DEPARTMENT
HEAD OFFICE
HARSHA BHAWAN
E-BLOCK, CONNAUGHT PLACE
NEW DELHI 110 001
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Submitted by:

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DETAILED TENDER NOTICE

ORIENTAL BANK OF COMMERCE REQUIRES PREMISES FOR CORPORATE OFFICE ON OWNERSHIP BASIS

Sealed offers are invited from bonafide owners under "**two bid**" system mentioned hereunder for acquiring area between 17,000 sqm (1.80 lacs sq.ft.) to 23,000 sqm (2.50 lacs sq.ft) in an independent approved commercial building situated in **Zone-D/ Zone-F/ Zone-J of the Master Plan of Delhi 2021/ Dwarka Subcity in Delhi** (preferably in ready to acquire/ possession condition) with unencumbered and clear marketable title & adequate captive parking of at least 200-250 vehicles.

The owner will be required to obtain all necessary NOC / statutory approvals from various Govt. / Semi Govt. bodies / agencies / authorities like permission for – fire-fighting, power load sanctioned, horticulture, sewage, lift, power back up etc at their own cost. The owner will be required to provide "**Building Management System**" which includes services like Security maintenance, lift operation, cleanliness of entire building etc at least for a period of one year from the date of handing over the possession of the building to the Bank.

Interested parties with unencumbered and clear marketable title of the property may send their offer on the prescribed formats of **Technical bid & Financial Bid**, details of which is available on Bank's website- www.obcindia.co.in

Technical bid:- Comprising details of Location, specifying area, year of construction, approved plan, covered area offered on each floor, title of property whether lease or free hold, taxes & other specifications those are required to understand and evaluate the technical aspects of the building and are within the knowledge of the bidder etc.

Financial Bids: - quoting price expected - i.e rate per sq.mtr/ sq.ft.- lumpsum, taxes , Building Management System for one year & other charges, if any, etc.

Both the envelopes be marked **Technical Bid & Financial bid** respectively & put in single cover marked **Offer for Premises for Corporate Office** and be dropped in the **Tender Box** installed at Bank's Services Deptt - 1st floor, E-Block, Harsha Bhawan, Head Office, Connaught Place, New Delhi or mailed to DGM- Services Deptt - 1st floor, E- Block , Harsha Bhawan, Head Office,. Connaught Place, New Delhi upto 3.00 pm on 02.04.2009. However, no acknowledgment / receipt will be issued by the Bank for the application received by Mail or dropped in Tender Box. **For Bids lost in transit, the Bank will not be liable and tenders dropped in the tender box or received beyond 3.00 pm on 02.04.2009 will not be considered.**

The technical bids will **be opened** at 3.30 pm on 02.04.2009 in the presence of bidders or authorized representatives of the bidders, who wish to be present. The financial bids will be opened only for the bidders who have met the technical

criteria/ specifications laid by the Bank on a later date. Successful bidders will be informed separately. No correspondence in this regard will be entertained.

Priority may be accorded to any suitable property to be disposed of by Public Sector Bank / Undertaking or Government departments.

Oriental Bank of Commerce reserves the right to reject any / all the offers without assigning any reason whatsoever at any stage of the tender process.

No Brokerage shall be paid. Prospective bidders, i.e. bonafide owners of the property, are advised to communicate directly with the bank and no brokers, middleman or real estate agents shall be entertained at any stage.

All correspondence will be made only with the owner of the property.

Dy. General Manager (Services)

GENERAL TERMS AND CONDITIONS

Oriental Bank of Commerce, one of the premier public sector banks, requires premises for Corporate Office on Ownership Basis area between 17,000 sqm (1.80 lacs sq.ft.) to 23,000 sqm (2.50 lacs sq.ft) in an independent approved commercial building situated **Zone-D/ Zone-F/ Zone-J of the Master Plan of Delhi 2021/ Dwarka Subcity in Delhi** on the following terms and conditions:

General Conditions:

1. The technical specifications of the building should be as per annexure-I.
2. The Bids received after last date and time will not be entertained.
3. Language of Bid should be English or Hindi. The bid submitted in any other language should be translated into English/Hindi and should be duly signed by the owner/bidder.
4. The rates should be quoted both in figures and words and should be in Indian Rupees. In case of the difference between two, the amounts written in words would only be considered.
5. The bids shall remain valid for a period of 180 days from the last date of submission of Bids.
6. In case of non adherence of the Formats or partial submission of bids, the bid may not be evaluated.
7. Each Page of the document shall be signed by Bidder.
8. Any overwriting or corrections or additions or deletions made shall be duly signed by the bidder.
9. **Pre Bid Meeting:**

- i. Oriental Bank of Commerce shall hold a pre bid meeting on 18.03.2009 at 3.00 pm at its Head Office.
- ii. Interested parties are invited to attend this 'pre bid' meeting.
- iii. The objective of this 'pre bid' meeting will be, inter alia, to answer any clarifications/questions which may be asked by interested parties, who wish to participate in this tender.
- iv. All clarifications issued by Oriental Bank of Commerce (OBC) at this pre bid meeting shall be published on the OBC website, to ensure that all interested parties are aware of the clarifications sought and given by Oriental Bank of Commerce. Decisions taken at the 'pre bid' meeting, and as published subsequently on the OBC website shall be binding on all tenderers/interested parties. No other correspondence shall be made or entertained in this regard.

10. **Two stage Bidding Process:** The technical part of the bids submitted will be opened on the last day of submission of bids at 3.30 pm in presence of bidders or authorized representatives of the bidders, who wish to be present. The financial bids of the technically suitable bidders will be opened on later date, which will be informed to the successful bidders separately.

- 11. Withdrawal/ Amendment in the bids:** The Bank reserves the right to accept or reject one/all proposal(s), to amend the tender terms, to request one or more resubmission/clarifications from one or more bidders, or to cancel the process in whole or part.

The bank also reserves the right to amend the conditions related to purchase at any point prior to last date of bid submission. The bank may, for any reason, whether at its own initiative or in response to clarification(s) requested by a prospective bidder, modify the content of this document by amendment. Amendment will be notified on the bank's website and will be binding on all participating bidders. The bank shall not be liable for any communication gap. In order to provide prospective bidders, reasonable time to take the amendment into account for preparation of their bid, the bank may, at its discretion, extend the last date for bid submission.

- 12. Clarifications:** All clarifications regarding the purchase/bid should be sought in writing, from

**DY. GENERAL MANAGER (SERVICES DEPARTMENT)
HEAD OFFICE**

**HARSHA BHAWAN (1st Floor)
E-BLOCK, CONNAUGHT PLACE**

NEW DELHI 110 001

PHONE NO: 011 2341 5023, 23416071

EMAIL: ho_cas_projects@obc.co.in

13. Clarifications can be sought upto the date of Pre Bid Meeting.

- 14. Resolution of Disputes:** The Bank and Bidder shall make every effort to resolve amicably, by direct informal negotiation, any dispute or disagreement arising between them under or in connection with this purchase. If the dispute is not settled between them, the case may be referred to the court of law having jurisdiction in Delhi, for solution.

- 15. Force Majure:** This process may be terminated or can be cancelled if events like, but not limited to, Acts of God or of Public Enemy, Acts of Government of India/State in their sovereign powers, acts of war, fire, floods, strikes, lock outs etc, occur.

- 16. Bid Evaluation:** The Committee constituted for this purchase will evaluate the bids, and may make site visit(s) as deemed necessary for such evaluation, which will be based, inter alia, on the following criteria:

- i. Location of building
- ii. Specifications of the Building
- iii. Facilities within the building
- iv. Public transport facilities to the locality.
- v. Any other aspects of the building that may merit evaluation.

Based on the Technical reports regarding the above, the suitability of the building will be adjudged.

17. Financial Bids shall be opened only of those tenderers, who qualify in the technical bid as stated in clause 10 above.

18. The price offered by the bidder will be evaluated by two independent valuers appointed by Oriental Bank of Commerce at its sole discretion and based on their reports the final price of the building will be adjudged.
19. OBC reserves the right to further negotiate the price with the selected bidder.
20. Structural, Lay out and Services drawings are to be submitted along with approved Municipal drawings.

INFORMATION REGARDING THE STATUS OF BUILDING

1. Name of the Owner(s)

2. Share of each owner, if any, under Joint Ownership

3. Location

a) Number and Street / Plot

b) Survey No. / Ward

c) City / Town

d) Residential Area/ Commercial Area/Industrial Area

e) Proximity to Railway Station, Bus Stop, Educational Institute, Market, Police Station, Bank, Govt. Office or to any landmark or Heritage building.

4. Land

a) Length

b) Width

c) Shape

d) Area

e) Corner/Intermediate etc.

f) Percentage of built up area/ floor space index

g) Leasehold/freehold –(if leasehold, furnish the name of lessee/lessor, duration of lease, lease rent, balance period and terms of lease etc.)

h) Terms & conditions, if any, for converting leasehold into freehold

i) Surroundings of the plot

j) Nature of soil and substrata

- k) Level of the plot. Indicate the extent of filling/cutting required if any
- l) Whether submerged during monsoon
- m) Users as per development plans
- n) FSI permissible / F.A.R.
- o) Any special municipal regulations
- p) Land value on the basis of unit rate (s.ft./s.mt.) proposed for package deal, with detailed justification or valuation report attached.
- q) Copy of site plan
- r) Encumbrances, if any

5. Buildings Details

- a) Type of building (Residential/ Commercial/Industrial)
- b) Type of construction (Load bearing/RCC/Steel framed structure)
- c) Type of foundation
- d) No.of floors & height of each floor including basement if any
- e) Clear floor height from floor to ceiling
- f) No.of flats on each floor and no. of buildings offered.
- g) Total no. of flats/buildings
- h) Built up area and carpet area of each flat
- i) Plinth area floor-wise as per IS 3861-1966
- j) Specification construction (Floor wise)
- i) Foundations furnish full details
- ii) Super Structure
 1. Brick/stone masonry/RCC
 2. Thickness of walls
 3. Plastering particulars

iii) Doors & Windows/Ventilators/Cupboards/Wardrobes etc.

- a) Wooden or steel
- b) Numbers
- c) Size of frame
- d) Paneled or Glazed
- e) Total area

iv) Flooring, Skirting/Daddoing (Type):

v) Roofing Type

vi) Amenities provided/ to be provided

vii) Present stage of construction

viii) F.S.I. full utilized or not.

6. Special features if any

7. Are repairs and/or reconditions necessary?
(If so, what are they? What is the probable cost?)

8. Details of other structures, like porches, garages, servants quarters, compound wall gates, walks, driveways, culverts, external service connections etc.

9. Water supply facilities available/ to be provided

10. Sanitary facilities available/ to be provided.

11. Electrical services available/ to be provided.

12. Other information's

- a. Name and address of Architects along with COA number.
- b. Name and address of Structural Consultant.
- c. Name and address of Bankers
- d. Any other information not covered above.

13. Other relevant information's:

- i. Capacity of underground water tank
- ii. Capacity of overhead water tank and their type.
- iii. Capacity of water tank for fire fighting
- iv. Motors for water supply: number and capacity
- v. Motors for fire fighting: number and capacity
- vi. Bore well water supply provided or not, if yes, provide the details and specifications.
- vii. Capacity and number of lifts
- viii. UPS facility for computer system:
- ix. Water proofing on roof and basement (if any) along with specifications
- x. Any other relevant data:

ANNEXURE-I

TECHNICAL BID

General information about this Annexure.

This tender pertains to a completely finished and furnished commercial office premises of a built up area between 17,000 sqm (1.80 lacs sq.ft.) to 23,000 sqm (2.50 lacs sq.ft) (approx.).The term "built up area" means the area which has been constructed as per the sanctioned "built up area" as sanctioned by the Municipality within whose jurisdiction the building is sited in. Terms which have no legal relevance under the DDA Act, 1957 and the DMC Act, 1957 (such as "super built up area" etc. shall not be used by the tenderer)

1. This document contains the technical and techno-legal data which must be provided by the bidders. This data shall form the basis for evaluation of each tenderer.
2. This document contains 2 **PARTS , and 13 sections** , each dealing with a specific type of techno-legal or technical aspect of the building which is the subject matter of this tender.
3. Each section is divided into two components – the first component describes the requirements which are needed and expected out of the tenderer, and the second component contains a set of questions which must be answered in both quantitative and qualitative terms.

PART ONE

SECTION 1. ISSUES Relating to TITLE.

1.1 REQUIREMENTS: OBC wishes to purchase a building which has a clear FREEHOLD title, free of any encumbrances , and such that can be registered in the favour of OBC in the office of the relevant Sub Registrar's office. The following requirements shall have to be complied with by the Seller

S.No.	Requirements
a	The Seller would have to comply with all the rules, regulations and statutory obligations stipulated in the Registration Act, 1908.
b	The Seller would also have to comply with all the rules, regulations and statutory obligations stipulated in the Stamp Act.
c	If the offered property does not have a FREEHOLD title on the day of submission of the tender, the tenderer will get the offered property converted to FREEHOLD status before the sale deed is registered as per the date fixed by Oriental Bank of Commerce, and pay for all un-earned increase charges, costs of conveyance deed, costs of stamp paper, and for all costs which would need to be incurred for such a conversion from LEASEHOLD to FREEHOLD status. An undertaking to this effect shall be submitted along with the tender document.
d	If the offered property is mortgaged , the tenderer shall provide all the information relevant to the said mortgage including the following specific information - at the time of submission of the tender : i. The name and particulars of mortgagee entity. ii. All the details of the mortgage - its period, possession of the property etc. iii. Whether the title deed(s) are in the possession of the mortgagee or not. iv. The amounts (both principal and interests) of the mortgage.
e	If the property offered is tenanted one, the tenderer shall provide the details of tenancy, like the details of the tenant, how and when the bidder expects the tenants to vacate the building, etc.
f	As stipulated in the Stamp Act, the Buyer shall bear the costs of purchase of Stamp paper needed for the Sale deed.

1.2 **CERTIFICATES:** At the time of submission of the tender, Tenderers shall furnish an undertaking stating their willingness to abide by the stipulations specified in Section 1.1 above.

SECTION 2. ISSUES Relating to Planning, Municipal, Health, Fire, Environment, Electrical, Elevators and Escalators and other such laws .

REQUIREMENTS: The offered building should have all the relevant clearances required for occupation of the premises. Tenderers should ensure that the offered premises have all the clearances required from various municipal and planning bodies, including, inter alia, the following clearances and certificates:

S.No.	Requirements	Whether Complied (Yes/No)
1	Land use and building use clearance. If the land use and building use has been specified on the ownership / lease / title deeds, it must be ensured that the uses are as defined in such title/ other documents .There should be no misuse of the premises in the files / books/ records of the relevant municipal / planning body.	
2	The offered premises must have a valid Building sanction plan and letter.	
3	The offered premises must have a valid municipal sewerage connection.	
4	The offered premises must have a valid municipal water supply connection.	
5	The offered premises must have a valid Water Harvesting compliance certificate.	
6	In case parking of cars and scooters is allowed in any part of the offered premises, such parking facilities and ECS must be constructed in accordance with the sanction plan of the property.	
7	All elevators / escalators, as installed in the offered premises must have the requisite licenses to operate; such licenses and certifications must be valid as on the date of submission of the tender.	
8	The offered premises must have a valid Fire Clearance certificate from the Delhi Fire Service, as on the date of the submission of tender.	

9	In case any health licenses or any other eating house licenses are relevant for the offered premises, such licenses should have been procured from the relevant competent authorities, as on the date of submission of the tender.	
10	The offered premises must have all relevant government clearances.	

SECTION 3. ISSUES Relating to Completion Certificates / Occupancy certificates, and Possession.

REQUIREMENTS: The offered building should have all the relevant clearances required for occupation of the premises. Tenderers should ensure that the offered premises have received the Valid Completion / Occupancy Certificate, and that peaceful possession can be handed over along with these certificates. In the event that these are in the process of being issued by the relevant competent municipal authorities. The tenderer shall arrange such certificates before the opening of the Financial Bids.

PART TWO

This part of the TECHNICAL BID pertains to matters relevant to the Minimum Specifications of the offered building premises. Tenderers are advised to note that specifications, as applicable, are to be read with reference to various ISI codes as specified in the latest National Building Code 2005 (NBC 2005). Adherence to the NBC 2005 is an essential pre requisite of the Tender conditions.

Section 2.1	<p>Age of the Building.</p> <p>The age of the building, as defined from the date of the Building Plan sanction letter shall not be more than 60 months as on the date of publishing of this tender document.</p> <p>Tenderers must submit a copy of the building plan sanction letter along with the offer as a proof of the age of the offered building.</p>	
Section 2.2	<p>Structural Stability and Earthquake Design.</p> <p>The offered premises' structural design must conform to Part 6 of the NBC 2005. This includes structural design for standards for earthquake vulnerability relevant to Zone 5 of the Indian Seismic Zoning system.</p> <p>Tenderers must submit copies of certificates issued by the structural engineering consultants who have designed the offered premises, certifying that the structural designs of the offered building is compliant to the relevant NBC 2005 codes , and should also include the list of NBC codes which have been complied with in a separate annexed document.</p>	
Section 2.3	<p>Heating, Ventilation, and Air conditioning.</p> <p>The offered premises' HVAC design must conform to Section 3 of Part 8 of the NBC 2005.</p> <p>Tenderers must submit copies of</p>	

	<p>certificates issued by the building services engineering consultants who have designed the offered premises, certifying that the HVAC designs of the offered building is compliant to the relevant NBC 2005 codes , and should also submit the following data :</p>	
1.	<p>Total Tonnage (TR) of Air-conditioning installed in the premises.</p>	
2.	<p>Whether the system is central or not?</p>	
3.	<p>If it is a central system, the specifications of the system(s), with all available data sheets to support the data submitted. Such data should include the numbers and specifications of AHU's , FCUs, and all other low side equipment installed in the offered premises</p>	
Section 2.4	<p>Fire Fighting and Fire Alarm Systems.</p> <p>The offered premises' HVAC design must conform to all the fire laws and regulations relevant to the offered premises , as stated in the Delhi Fire Safety and Fire Prevention Act of 1986, its rules as regulations as stipulated under the referred statute.</p> <p>Tenderers must submit copies of certificates and licences issued by the Competent Authority (s) under the said Act , and also certificates issued by the building services engineering consultants who have designed the said building services in the offered premises, certifying that the Fire Safety , alarm, and Prevention systems follow the mandates of the referred Act, and should also submit the following data :</p>	
1	<p>Whether the system is central or not?</p>	
2	<p>If it is a central system, the specifications of the system(s), with all available data sheets to support the data submitted. Such data should include the numbers and specifications of fire detection and alarm detectors, Fire alarm panels, fire tanks,</p>	

	fire outlets, hoses, and other fire fighting systems installed in the offered premises.	
Section 2.5	<p>EPABX , DATA and Telecom wiring systems</p> <p>The offered premises must be wired with the latest EPABX, data, and telecom wiring systems. Data wiring should be Cat 6; telecom wiring should follow the codes specified in Section 2, Part 8 of the NBC, 2005.</p> <p>Tenderers must submit copies of certificates and licenses issued by the building services engineering consultants who have designed the said building services in the offered premises, certifying the quality and should also submit the following data :</p>	
1	Number of EPABX outlets.	
2	Number of Data outlets.	
3	Number of Telephone Junction Box panels	
4	Number of Telephone exchanges with specifications.	
Section 2.6	<p>Electrical Wiring and other systems.</p> <p>The offered premises' Electrical design must conform to Section 2 of Part 8 of the NBC 2005.</p> <p>Tenderers must submit copies of certificates issued by the building services engineering consultants who have designed the offered premises, certifying that the Electrical designs of the offered building is compliant to the relevant NBC 2005 codes , and should also submit the following data :</p>	
1	Number and capacity of DG sets installed.	
2	Number and capacity of Power transformers, Main panels	
3	Capacity of City Power connection (in KW) , with details about the connection	

Section 2.7	<p>Security, Public Address, and associated building systems.</p> <p>The offered premises' Security and PA systems design must conform to all relevant sections of Part 8 of the NBC 2005.</p> <p>Tenderers must submit copies of certificates issued by the building services engineering consultants who have designed the offered premises, certifying that the Security and PA systems designs of the offered building is compliant to the relevant NBC 2005 codes , and should also submit the following data :</p>	
1	Number and specifications of PA system outlet speakers.	
2	Number and specifications of CCTV cameras, and control rooms.	
3	Specifications of security control apparatus installed at the offered premises.	
Section 2.8	<p>Interior Fixed Finishes.</p> <p>Details about the Interior fixed finishes of the offered premises should be enclosed with the tender. Such details must include the following broad information , though more detailed information would be given priority :</p>	
1	Quantum of Indian Marble used in the premises (in SQM)	
2	Quantum of Imported Marble used in the premises (in SQM).	
3	Quantum of any Other type of Flooring (in SQM)	
4	Quantum of Indian Carpets used in the premises (in SQM).	
5	Quantum of Imported Carpets used in the premises (in SQM).	

6	Quantum of false ceilings used in the premises (in SQM).	
7	Quantum and quality of light fixtures used in the premises	
	If any NBC 2005 codes have been adhered to in this aspect of the building's specifications, please include a note explaining the details of such specifications.	
Section 2.9	<p>Car Parking spaces and associated systems.</p> <p>The offered premises must have all the car parking spaces in the premises as are stipulated in the Master Plan for Delhi 2021. The constructed car park spaces must conform to the stipulations shown in the Building sanction plan of the offered premises.</p> <p>Tenderers must include all data relevant to the available car parking spaces WITHIN the premises , including the following :</p>	
1	The number of ECS car parking spaces which have been sanctioned by the municipal body WITHIN the plot boundaries of the offered premises.	
2	The number of ECS car parking spaces which have been provided WITHIN the plot boundaries of the offered premises.	
Section 2.10	<p>Furniture and Loose Interior fitments and Fixtures.</p> <p>OBC wishes to purchase a building which is completely furnished and ready to move in. As such, OBC expects the offered premises to be fully furnished and with all Loose interior Fitments, furniture, and fixtures required for a building of the size specified above.</p> <p>Details about the Loose Interior fitments and fixtures of the offered premises should be</p>	

ORIENTAL BANK OF COMMERCE
Offer for Premises for Corporate Office

	enclosed with the tender. Such details must include the following broad information , though more detailed information would be given priority :	
1	Quantum of work stations provided (in numbers)	
2	Quantum of Chairs provided in the premises (in numbers).	
3	Quantum of Conference tables provided in the premises (in numbers).	
4	Quantum of Imported Carpets used in the premises (in SQM).	
5	Quantum of false ceilings used in the premises (in SQM).	

Building Management System

Oriental Bank of Commerce requires the services for the Building Management System initially for one year for the following fields and services:

1. Security maintenance
2. Lift and pump operations
3. Electrical Maintenance including HT side(if any)
4. Housekeeping (cleaning services including sewage cleaning)
5. Horticulture
6. Carpentry services
7. Maintenance of EPABX lines and internal telephone lines.
8. Any other aspects

ANNEXURE-II

FINANCIAL BID

To be submitted in separate envelope

To,

The Dy. General Manager,
Services Department,
Oriental Bank of Commerce,
E-Block, Harsha Bhawan,
Connaught Place,
New Delhi 110 001

Dear Sir,

RE: OFFER FOR PREMISES FOR CORPORATE OFFICE ON OWNERSHIP BASIS

I/We hereby offer the premises for Corporate Office on Ownership Basis located at _____ at the following price:

1. Cost of Land:

Area:
(In words)

Rate:
(In words)

Amount:
(In words)

2. Cost of Building:

Built up area:
(In words)

Rate:
(In words)

Amount:
(In words)

3. Building Management System (For one year):

Amount:
(In words)